

## AHS IAM Quick Reference

## **How to Log into AHS IAM**

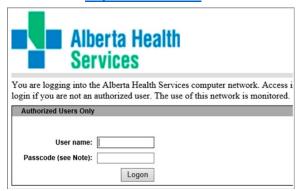
## This Quick Reference document details logging into AHS IAM for the first time.

Before you begin, please ensure the following:

- You are an Alberta Netcare Access
   Administrator (AA) and have received your
   AHS IAM username via email from eHealth
   Services.
- You have an RSA SecurID token. If you do not have a token, please contact eHealth Services for registration information, or fax an updated AA form, including token request, for using AHS IAM.

## **Steps for logging into AHS IAM:**

1 Enter the AHS IAM URL in the browser's address bar: https://iam.ahs.ca/



- 2 Enter your Username and Passcode from your RSA SecurID token on the AHS Remote login screen.
- 3 The AHS IAM screen displays, requiring entry of your AHS Username and a temporary onetime password.



- To request a one-time temporary password, contact the Provincial Service Desk at 1-877-931-1638 and select Option 2 ("Other Applications").
- 5 Request an "AHS IAM Password Reset."
- 6 Log into the AHS IAM application using your username and temporary password.
- 7 The AHS IAM Password Reset page will appear.
- 8 In the "Current Password" field, enter your temporary password.
- 9 Select a new password and enter it twice in the fields "New Password" and "Confirm New Password." You can use the same password as your Alberta Netcare password.



If your new password does not meet the password requirements, review the requirements as displayed. Create a password that meets the requirements and enter again.

- **10** Click on the green "Change Password" button.
- 11 To complete the set-up of your AHS IAM account, you are prompted to enter a "Secret Word" and responses to a minimum of five security questions from a list. Your secret word and responses can be used for self-service password resets. Click "Save."
- **12** Log into AHS IAM with your **Username** and **new password**.



13 The home screen for AHS IAM displays, confirming that you have successfully logged in for the first time.

